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17 DEC 1963

MEMORANDUM FOR: Assistant Deputy Director for Support

25X1A

SUBJECT : Proposed Revision for [REDACTED] Administrative Plan

1. The following is proposed for paragraph in the plan relative to periodic review of systems and procedures:

Periodic reviews will be made of the systems, methods, and procedures of the corporate entities under this project to assure both efficiency of operations and adequacy of internal controls. Such reviews will be made not less frequently than four year intervals either by the auditing firm(s) engaged by the corporations or by representatives assigned by the KUBARK Director of Finance.

In addition, I understand you will provide in the proposed administrative plan:

- a. For a representative to be designated by the Executive Director-Comptroller to serve on the Covert Board of Directors.
- b. For an annual schedule of amounts held to the credit of KUBARK participants under the [REDACTED] to be made available to the Confidential Funds Division of the Office of Finance.

25X1C

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Chief, Policy and Systems Staff
Office of Finance

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